

AN AFFIRMATIVE ACTION EMPLOYER, EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



**STATE OF CALIFORNIA  
DEPARTMENT OF BOATING AND WATERWAYS  
EXAMINATION ANNOUNCEMENT**

**BUSINESS SERVICE OFFICER I (SPECIALIST)**

**DEPARTMENTAL PROMOTIONAL**

**FINAL FILING DATE: JUNE 20, 2006**

Applications (Form 678, REV. 8-97) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date **will not** be accepted for any reason.

**COMPETITION LIMITED TO  
STATE EMPLOYEES**

Applicants must have a permanent civil service appointment with the Department of Boating and Waterways or meet the provisions of the State Personnel Board Rules 234 and 235 as of the final filing date in order to take this examination.

**HOW TO APPLY**

To learn more about the job and testing arrangements, contact the testing office listed below. Each department has their own testing office which conducts their own examinations. Applications are available and may be filed in person or by mail with:

**Department of Boating and Waterways  
Personnel Office  
2000 Evergreen Street, Suite 100  
Sacramento, CA 95815-3888**

SUBMIT APPLICATIONS ONLY TO THE ADDRESS ABOVE.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

NOTE: Applications are available at local offices of the Employment Development Department and also at the State Personnel Board's offices or web site ([www.spb.ca.gov](http://www.spb.ca.gov)).

**SPECIAL TESTING  
ARRANGEMENTS**

Please indicate in question #2 on the application if you have a disability and need special testing arrangements. You will be contacted to make specific arrangements.

**REQUIRED IDENTIFICATION**

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable job title or civil service class title(s).

**POSITIONS EXIST IN:**

Sacramento

**SALARY**

Rg. A: \$3,418 - \$4,155 per month

**ELIGIBLE LIST  
INFORMATION**

A departmental promotional list will be established for the Department of Boating and Waterways. The list will be abolished 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.

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**BUSINESS SERVICE OFFICER I (SPECIALIST)**

**BULLETIN RELEASE DATE: JUNE 6, 2006**

**4720 KK70 060010V**

**DEPARTMENTAL PROMOTIONAL**

**FINAL FILING DATE: JUNE 20, 2006**



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**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by JUNE 20, 2006. NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

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**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, or "II" or "III". For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Either I**

One year of experience in the California state service performing duties comparable to those of a Business Service Assistant (Specialist), Range C, or of a Staff Services Analyst, Range B, in a business service assignment. (Applicants who have completed six months of service performing the duties listed above will be admitted to the examination but must satisfactorily complete one year of experience performing these duties before they can be considered eligible for appointment.)

**Or II**

Experience: One year of technical experience beyond the Trainee level in one or a combination of the following:

1. Equipment and supplies management including the preparation of purchase documents. or
2. Building management including lease negotiation and problem resolution. or
3. Telecommunications including landwire and radio/microwave.

(Experience in California state service applied toward this requirement must include one year performing the duties of a class at a level of responsibility equivalent to that of a Business Service Assistant (Specialist), Range C.) and  
Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

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**EXAMINATION  
INFORMATION**

This examination will consist of a Qualifications Appraisal Interview weighted 100 percent. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors who do not appear for the interview will be disqualified.

**QUALIFICATIONS APPRAISAL – WEIGHTED 100%  
OR**

**EDUCATION & EXPERIENCE:** If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. **For this reason, it is especially important that candidates take special care in accurately and completely filling out their application.** List all experience relevant to the "Requirements For Admittance to the Examination" shown on this announcement. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

**If the Education and Experience method is used in the examination, it will be weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.**

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**THE POSITION**

Under general supervision, incumbents independently perform technical and analytical business service work of average difficulty in a variety of functions; assist in the performance of the more difficult and complex business service work; or are assigned responsibility for one or more functions of average difficulty. Functions of average difficulty are Purchasing, Facilities Management, Capitol Outlay and Telecommunications. (Analytical work of average difficulty is described as that which would otherwise be appropriate for a Staff Services Analyst.)

Incumbents are nonsupervisory but may serve as lead over lower level staff. With an appropriate restructuring of duties, positions allocated to this class may be downgraded to Business Service Assistant (Specialist) for recruitment purposes.

**SCOPE**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:

**A. KNOWLEDGE OF:**

1. English grammar and punctuation;
2. Principles and practices of public administration;
3. Financial record keeping;
4. Knowledge of office and automotive equipment and supplies;
5. Bases for property values and the legal forms, procedures and requirements necessary in property transactions;
6. Building management including office layout, lighting, heating and ventilation.

**B. ABILITY TO:**

1. Communicate effectively;
2. Learn rapidly;
3. Follow directions;
4. Analyze data accurately;
5. Reason logically;
6. Maintain the confidence and cooperation of those contacted during the course of work;
7. Utilize good work habits;
8. Utilize office and automotive equipment and supplies effectively and economically;
9. Prepare rough sketches of proposed alterations and repairs to premises and estimate costs;
10. Inspect miscellaneous properties and equipment and correctly report their condition and recommend replacements;
11. Plan and direct the work of others;
12. Successfully negotiate agreements for office space, equipment, supplies and services;
13. Prepare budgetary data on such needs;
14. Analyze situations and problems accurately and take an effective course of action.

**VETERANS CREDIT**

Veterans preference credit is not granted in promotional examinations.

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**BUSINESS SERVICE OFFICER I (SPECIALIST)**

**BULLETIN RELEASE DATE: JUNE 6, 2006**

**4720 KK70 060010V DEPARTMENTAL PROMOTIONAL FINAL FILING DATE: JUNE 20, 2006**

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## **GENERAL INFORMATION**

For an examination without a written feature it is the candidate's responsibility to contact the Department of Boating and Waterways at (916) 263-0354 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Boating and Waterways.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited to or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examination Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veteran Preference Points:** California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application form (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA. 95814, written test proctors, and the Department of Boating and Waterways, 2000 Evergreen Street, Suite 100, Sacramento, CA. 95815-3896.

**TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay (Telephone ) Service for the Deaf or Hearing-Impaired: From TDD phones: 1-800-735-2929. From voice phones: 1-800-735-2922.**

**DEPARTMENT OF BOATING AND WATERWAYS  
2000 Evergreen Street, Suite 100  
SACRAMENTO, CA 95815-3888**